



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Office Technician (Typing)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$3,038- \$3,802

LOCATION: Human Resources/Selection & EEO
Administrative & Financial Management Services Division

FINAL FILING DATE: March 26, 2019

DUTIES/RESPONSIBILITIES: Under the general direction of the Staff Services Manager II (Supervisory) within the Selection & EEO Office, the incumbent serves as the receptionist and first point of contact in office. The incumbent will provide support to personnel, training, and labor relations offices with various duties. The incumbent will also provide exceptional customer service to Commission employees while demonstrating a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations. The Office Technician (Typing) independently processes confidential personnel documents.

WORKING CONDITIONS: Work is performed indoors in an office setting under fluorescent lighting and/or meeting room setting requires the incumbent to sit, stand and/or walk for prolonged hours. Required work hours are 8:00am to 5:00pm. Regular and consistent attendance is critical to the successful performance in this position.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- A proficiency in how to use modern office methods, supplies, and equipment
- Ability to follow oral and written directions and evaluate situations accurately to take effective action
- Ability to work collaboratively with different areas and levels of staff
- Ability to take initiative and use independent judgment
- Excellent customer service and interpersonal skills
- Experience preparing correspondence independently with proper knowledge of vocabulary, grammar, and spelling
- Excellent communication skills (written/verbal)

SPECIAL REQUIREMENTS:

The position requires the ability to type at a minimum speed as designated on the Class Specification. You must obtain a valid typing certificate confirming your ability to meet the minimum typing speed, prior to being hired. Additional information regarding acceptable typing tests is available at the <https://calcareers.ca.gov/> website.

A Statement of Qualifications (SOQ) is REQUIRED and MUST be submitted with your application to be considered for this position.

Please complete your response to the statement below. The SOQ must be typed, double spaced, Arial font, 12-point size, 1" margins, and no more than two pages in length.

Statement of Qualifications (Required)

1. Describe your clerical experience in using computer office applications, (i.e., MS Word, Excel, Outlook, etc.) and editing documents?
2. Describe your customer service experience and what customer service means to you?

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted.

You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #214-255 and Position #535-214-1139-001 in the "Explanation Section" of the STD 678. Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #214-255
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.